

**INTERNAL
COMMUNICATION FORM**

DEPARTMENT OF HUMAN SERVICES

Suspense

July 1, 2010

Subject: Forms Distribution and Use—For Immediate Attention

Originator: Geneva Watts 64955

To: SOs,DAs

From: Pers

Date: June 23, 2010 **Memo No. 1**

As most of you know over 1000 DHS employees have indicated that they have received initial LEP training in 2009-2010. This involved use of new forms and revised processes. After almost one-year of experience with these and other forms, including review and input by more than one enforcing agency, it is important to make sure that individuals who have not participated in the training and/or do not have the updated tools/forms be provided these.

We are, therefore, attaching for your use and distribution the following **revised** forms, which are registered by MSO and are also available at <http://www.hawaii.gov/dhs> in the **Civil Rights Corner under Forms and Resources**. They can be **downloaded and printed** from that site as needed.

DHS 050	Access Hawaii (02/10)
DHS 5000	Offer and Acceptance or Waiver of Free Interpreter Services (06/09)
DHS 5050	Interpreter Form and Code of Ethics (06/09)
DHS 6000	Discrimination Complaint Form with instructions (06/09-10)
DHS 6006	Consent Release Form (06/09)
DHS 6007	Complaint Withdrawal Form (06/09)

Additionally, it is important that all DHS' employees **discontinue use and destroy outdated forms** specifically:

DHS 050	Dated prior to 02/10	Replaced by 050 above
DHS 9004	Dated prior to 06/09	Replaced by 6000 above
DHS 9006	Dated prior to 06/09	Replaced by 6006 above
DHS 9007	Dated prior to 06/09	Replaced by 6007 above

If you have employees who have not received related training please ask them to **contact their supervisor** and, after completing the training, **sign and date** the confirmation (copy attached 11/09). These confirmations must be retained for 3 years. The LEP training is available in CBT format at <http://www.hawaii.gov/dhs> in the Civil Rights Corner under Training and Development Presentations. A hard copy can be printed from that site as well. Supervisors are responsible for instructing staff on form use within their areas and for providing any additional training that might be needed.

Thank you for your prompt attention to these matters.



Acting Departmental Personnel Officer



LEP Verification.doc

Attachments

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DHS 050 (February 2010) Access Hawaii

DHS 5000 (06/09) Offer and Acceptance or Waiver of Free Interpreter Services

DHS 5050 (06/09) Interpreter Form with Code of Ethics



Interpreter Form with Code of Ethics.pdf

Interpretation and Translation Resource List (06/01/10) (Not listed above but a useful resource list for interpreters)



LEP Resource List 070609 update.xls

DHS 6000 (06/09-10) Discrimination Complaint Form



DISCRIMINATION COMPLAINT FORM 6000 0609fillable.doc

DHS 6006 (06/09) Consent/Release Form



CONSENTfillable6006.doc

DHS 6007 (06/09) Complaint Withdrawal Form